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# Biennale of Sydney

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## Head of Exhibition Management Information Package

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## Head of Exhibition Management

The Biennale of Sydney is seeking a highly skilled candidate to lead the exhibition management team responsible for the planning and delivery of each Biennale exhibition. The position offers the rare opportunity to take a senior role in a highly ambitious organisation that plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation.

The Biennale of Sydney is Australia's leading contemporary visual arts event, one of the longest running and most highly respected international biennales in the world.

Reporting to the Director & CEO, the Head of Exhibition Management will make a significant contribution as part of the senior management team of the Biennale of Sydney. The position is integral to the Biennale's activities and is responsible for all aspects of planning, coordination, design, production, operation and evaluation of Biennale of Sydney exhibitions and the commissioning of new, site-specific works of art.

The Head of Exhibition Management leads a small, highly dedicated team and works closely with participating Australian and international artists, exhibition partners, venues and lenders from around the globe.

Excellent organisational and cross-cultural communication skills are essential as well as flexibility and an ability to prioritise complex and competing responsibilities. A strong commitment to collaboration and an ability to build effective relationships across a wide range of partners and stakeholders are key to the success of this position.

An entrepreneurial and business-minded individual who relishes a challenge and is conscientious, efficient, energetic, determined, and passionate about contemporary art would excel in this role.

Please see over for duties and responsibilities.

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## The Biennale of Sydney

The Biennale of Sydney is the pre-eminent and longest-running biennial in the Asia Pacific region. Since its inception in 1973, it has provided a platform for art and ideas, showcasing the work of over 1,800 artists from more than 100 countries. Today it is considered one of the leading international art events, recognised for commissioning and presenting innovative, thought-provoking art from Australia and around the world.

The 21st Biennale of Sydney (2018) attracted visitation of more than 850,000, the highest level in its 45-year history.

### Mission

The Biennale's Constitution formally outlines the company's mission is:

- a) to invigorate Australian visual culture, to create links between Australian artists and the art world, and to present innovative art exhibitions and programs which enrich our lives, challenge our thinking and stimulate our creativity;
- b) to encourage a spirit of experimentation and investigation and aim to generate enthusiasm for the creative expression of fresh ideas and interest in the imaginative use of new techniques and media; and
- c) to offer unique opportunities for the public to engage directly with a wide range of new art from all parts of the world.

### Vision and Objectives

In the 2018–2022 period, the Biennale of Sydney will strengthen its local, regional, national and international profile as a leading contemporary art event by delivering three major exhibitions with national and international artists, extensive public and learning programs, publications and innovative digital platforms, all underpinned by fresh curatorial perspectives and rigour. The Biennale will continue to support artists to develop and present innovative, high quality and experimental work, and foster international cultural exchange. It will contribute to Sydney's reputation as a creative and cultural hub and act as a catalyst for ideas through year-round engagement with audiences throughout Australia, increasing opportunities for participation in programs via new technologies and expanding the vision of what contemporary art exhibitions can be. The Biennale will remain committed to financial strength with diverse income streams, robust governance, and the highest standards of organisational integrity.

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## Selection Criteria

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, a personal interview and referee reports, the successful applicant will meet the following criteria.

### Essential Criteria

- Proven experience in exhibition coordination/project management of exhibitions on a large-scale
- Proven experience working with national and international contemporary artists on new or site-specific projects
- Proven experience with developing, managing and adhering to significant exhibition production budgets, with the ability to provide detailed costing for multiple artist projects
- Proven ability to deliver new commissions on budget and on time
- Excellent organisational skills, flexibility and ability to work well in a team
- An ability to work well under pressure
- Excellent people skills and experience in managing, supervising and supporting staff, interns, contractors and partners
- Outstanding communication skills, both written and spoken, as the position involves extensive communication internally and externally
- Proven high-level attention to detail and follow through with an ability to exercise initiative
- Proven experience in, or knowledge of, the safe handling of artworks and working in close collaboration with registrars, conservators and couriers.

### Desirable Criteria

- Relevant tertiary qualification or 5+ years' experience working at a senior management level
- Experience in project management software

## Applying for the Role

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm on 22 August 2018**. Applications that do not address the selection criteria will not be considered.

Your application must include:

- a cover letter;
- responses to each selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Forward to: [isabelle@biennaleofsydney.com.au](mailto:isabelle@biennaleofsydney.com.au)  
or via post, marked 'Confidential' to:

Jo-Anne Birnie-Danzker, Director and CEO  
c/- Isabelle Morgan  
Biennale of Sydney  
Level 4, The Arts Exchange  
10 Hickson Road  
The Rocks NSW 2000

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## Position Description

<b>Position Title:</b>	Head of Exhibition Management
<b>Reporting to:</b>	Director and Chief Executive Officer
<b>Direct reports:</b>	Members of the Exhibition Management, Exhibition Production and Operations teams
<b>Works with:</b>	Director and CEO, Artistic Director, Heads of all Departments
<b>Salary:</b>	Salary plus Superannuation Package negotiable, range available in discussion with the Director and CEO
<b>Contract Term:</b>	This is a full-time position with an initial contract through to December 2020 with the possibility of renewal

## Duties and Responsibilities

### Exhibition and Artists

- Responsible for the overall project management of the Biennale exhibition including scheduling of exhibition staff and contractors
- Preparation, distribution and finalisation of all artists' agreements, lenders' contracts and partner and venue agreements using approved templates
- In close collaboration with Artistic Director, plan exhibition layout and design and artist site allocations across all venues
- Build close working relationships with artists, their studios and galleries, particularly where artists are developing new and site-specific projects
- In close collaboration with the exhibition management team, oversee artist site-visits
- Liaise with exhibition venues to ensure the needs of the artists at the venues are met, including material and equipment requirements
- Ensure artists' travel and accommodation requirements are managed efficiently and assist in hosting visiting artists, curators, exhibition guests and partners as necessary
- Ensure that all artworks are reviewed for content and ensure that appropriate advice/signage is presented at venues if necessary
- With the Registrars and Exhibition Production Manager, Exhibition Partners and Venues, plan and supervise unpacking, condition reporting, installation, de-installation and repacking of all artwork
- In consultation with the Communications and Marketing department, appoint photographers and oversee exhibition documentation across all venues
- With exhibition management, exhibition production and operations staff, manage the day-to-day running of the exhibition (at Biennale-managed venues) for its duration, ensuring that works and outdoor projects are maintained in good working order and that overall presentation and front-of-house arrangements meet high standards of customer service
- Represent the Biennale of Sydney as required by the Director and CEO

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## Exhibition Budget

- Manage the overall exhibition budget, including individual artist project budgets, to ensure financial targets are met and cost effective strategies and procedural controls are in place
- With the Registrar and Assistant Registrar, manage and oversee exhibition freight budget
- Liaise with exhibition and venue partners regarding any extraordinary venue costs
- Provide an overview of costs and estimates for the Director and CEO and Artistic Director as required
- Prepare exhibition staffing and contractor budgets
- Work closely with the Head of Finance and Administration to manage, forecast and acquit expenditures
- Supervise the order, purchase and rental of all material and equipment required to deliver the exhibition

## Exhibition Timeline and Schedules

- Develop and maintain timelines for the overall management of different aspects of the exhibition, including installation, freight condition reporting, installation and de-installation schedules
- Liaise with Heads of Development and Marketing, and all staff responsible for opening week programs, special functions, public programs, tours and school visits.
- Work closely with exhibition management, exhibition production and operations teams to oversee and maintain the exhibition timeline
- Liaise with the Director and CEO, Deputy Director and Head of Development, and Head of Finance and Administration regarding the organisational timeline as required

## Staff and Contractors

- Management, recruitment and ongoing training of exhibition staff
- Create, maintain and support dynamic, effective, collaborative and cohesive exhibition management, production and operations staff
- Convene team meetings on a weekly basis and more often as required
- Maintain effective collaborations and cross-departmental relationships with staff and contractors across the organisation
- Oversee the appointment and management of contract staff and external contractors
- Contribute to an information and training program for volunteers and help ensure appropriate levels of volunteer assistance and invigilation of the exhibition
- Counsel and mentor staff and provide regular and timely feedback to staff and contractors
- Prepare and conduct annual performance reviews with all direct reports

## Exhibition Partners and Venues

- Liaise with the Director and CEO regarding the preparation of all exhibition partner and venue agreements
- Assist in the research of, and help secure, possible alternative venue(s) in addition to exhibition partners and venues
- Act as a key Biennale of Sydney contact with participating exhibition partners and venues and their staff
- Maintain effective collaborations and relationships with staff of all Exhibition and Venue partners
- Manage and supervise the submission of all necessary licence agreements, for example contracts, development applications,

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contractor permits, insurance and other statutory body requirements

- Liaise with institutional venues to ensure preparatory structural work is completed on schedule and budget, and to accepted standards which comply with indemnity and safety requirements
- Ensure that WHS requirements are reviewed and met at Biennale-managed venues as well as at all exhibition locations.
- With the Operations Manager, compile risk assessments where required
- Oversee the program of outdoor projects to be facilitated by contractual exhibition staff, and the subsequent restoration of site(s) as required
- Schedule exhibition debriefs with all venues, reporting on the outcome and recommendations for future exhibitions to the Director and CEO

## **Registration and Freight**

(with Registrar and Freight Agent)

- Oversee the drafting and distribution of all loan agreements and ensure that terms are met
- Manage and oversee exhibition indemnity and ensure that all required conditions are met
- Oversee the handling, packing notes, registration and condition reporting of all works in the exhibition at all venues
- Oversee application for events status
- Oversee and ensure quarantine regulations are met

## **International Funding and In-kind Support**

- Liaise with all Biennale departments, artists, Exhibition and Venue Partners to identify sources of local and international funding
- Work in close collaboration with artists, their galleries and lenders as well as the Head of Development and the Development team to identify potential artist projects for project support and to assist in the successful delivery of project patrons and in maintaining excellent relations with them.
- With the Exhibition Management team, provide the Head of Development and Development team with information and documentation required for funding applications and acquittals
- Work in close collaboration with other Biennale teams to obtain suitable levels of in-kind sponsorship

## **Administration**

- With exhibition management, exhibition production and operations staff, oversee all incoming information and material relating to the artists, their works, commissions and installation requirements
- Oversee the establishment and maintenance of all filing and information systems for incoming documentation and exhibition related material
- With exhibition management team, ensure that biographical data on artists is accurate and that artist files and the database are up to date, including registration and venue files
- In close collaboration with the exhibition management team, oversee maintenance of labels and signage in exhibitions database (Vernon Systems) and contacts in the Biennale's relationship database (Salesforce)
- Liaise with the finance and administration team regarding the organisational timeline as required

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- Oversee the sale and distribution of equipment and exhibition furniture, materials and construction items at the close of the exhibition
  - In close collaboration with the exhibition management team, oversee the compilation of images, press and other material sent to exhibition stakeholders (artists, lenders and venues) at the close of the exhibition
- Leadership**
- Support the organisation's commitment to financial strength, robust governance, and the highest standards of organisational integrity
  - Support the Director and CEO in the development and implementation of key organisational strategies and procedures
  - Support and collaborate effectively with other Heads of Departments and team managers in all aspects of their responsibilities
  - Assist with research and administration associated with the appointment of incoming Artistic Directors, as requested
- Work Health and Safety**
- Ensure that the Biennale meets its duty of care to exhibition staff, works of art and the visiting public
  - Participate as required in WHS Committee meetings
- Audience Engagement, Public Programs and Education Programs  
Work on cross-over projects**
- Collaborate with and support staff engaged in realising events, audience engagement, public programs, school tours and education programs which take place within exhibition spaces
  - Provide advice and recommendations and assist in the preparation of development, marketing, education and public visitation strategies as they impact upon the logistics of the exhibition
- Board of Directors**
- Prepare monthly reports on the activities of the exhibition management, exhibition production and operations teams for Board meetings
  - Prepare monthly reports on exhibition and artist project budgets for the Director & CEO to report to the Finance, Audit and Compliance Committee and Board of Directors, or more often as requested
  - Prepare monthly reports on artist projects and exhibition development for the Artistic Director to report to Board of Directors
- Key Performance Indicators**
- Successfully deliver Biennale exhibitions across all venues and locations on time and on budget
  - Develop and maintain supportive and collaborative relationships, internally with the Director & CEO, Artistic Director and all Biennale teams, and externally with artists, lenders, galleries, exhibition and venue partners and key stakeholders nationally and internationally